

केंद्रीय सूचना आयोग
Central Information Commission

बाबा गंगनाथ मार्ग /Baba Gangnath Marg
मुनिरका/Munirka, नई दिल्ली /New Delhi -110067

Dated: 06.03.2026

Filling up the posts of Sr. Principal Private Secretary and Principal Private Secretary on Deputation (ISTC)/ absorption basis and Hindi Translator on Deputation basis in the Central Information Commission.

Applications, in the prescribed proforma as per Annexure-I of DoP&T OM No. AB. 14017/28/2014-Est. (RR) dated 02.07.2015, are invited from eligible persons for filling up the following posts in the Central Information Commission:

S. No.	Name of the Post	No. of Posts	Mode of Selection
1.	Sr. Principal Private Secretary	Two (02)	Deputation (including short term contract)/absorption.
2.	Principal Private Secretary	One (01)	Deputation (including short term contract)/absorption.
3.	Hindi Translator	Two (02)	Deputation

The eligibility criteria, qualifications and particulars to be submitted with the application regarding the above posts are given in enclosed circular.

2. It is requested that applications of such eligible persons, who are desirous of being considered for the posts advertised and can be relieved immediately on selection, may be forwarded along with their complete and up to date APAR Dossiers for the last five years, Cadre Clearance, Vigilance Clearance and Integrity Certificate, Certificate towards Major/Minor Penalties imposed, if any during the period of last 10 years, to Central Information Commission within a period of 45 days from the date of publication of this Advertisement in Employment News. Applicants will not be allowed to withdraw their candidature at a later date. Incomplete applications or applications received without up-to-date APAR Dossiers, Cadre Clearance, Vigilance Clearance and Integrity Certificate (duly attested by the officer not below the rank of Under Secretary) will not be entertained. The details regarding the eligibility criteria, educational qualification etc. and Bio-data/Curriculum Vitae Proforma, as mentioned above, can be downloaded from the Central Information Commission's website www.cic.gov.in.

(Sonia Maheshwari)
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CIRCULAR

The Central Information Commission, quasi-judicial authority, requires Sr. Principal Private Secretary and Principal Private Secretary on Deputation (ISTC)/ absorption basis and Hindi Translator on Deputation basis. The eligibility criteria for these posts have been indicated below: -

S. No.	Name of the Post	No. of Post	Eligibility Criteria
1.	Sr. Principal Private Secretary (Level 12 in the Pay Matrix)	02	Stenographers of the Central Government/State Governments/ Union Territory Administrations/ Public Sector Undertakings/ Universities/ Recognized Research Institutions/ Semi Government or Autonomous Bodies/Statutory Organizations: - (i) Holding analogous posts on regular basis in the parent cadre or department; or (ii) With five years' service in the grade rendered after appointment thereto on regular basis in Level-11 in the Pay Matrix or equivalent in the parent cadre or department.
2.	Principal Private Secretary (Level 11 in the Pay Matrix)	01	Stenographers of the Central Government/State Governments/Union territory Administrations/ Public Sector Undertakings/Universities/Recognized Research Institutions/Semi Government or Autonomous Bodies or Statutory Organisations: (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with five years service in the grade rendered after appointment thereto on regular basis in Level-10 in the Pay Matrix or equivalent in the parent cadre or department; or (iii) With six years service in the grade rendered after appointment thereto on regular basis in Level-8 in the Pay Matrix or equivalent in the parent cadre or department.
For S. No. 1 & 2			Note-1: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Note-2: Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Govt. shall ordinarily not to exceed four years.

S. No.	Name of the Post	No. of Post	Eligibility Criteria
3.	Hindi Translator (PB-2, Rs. 9399-34,800 plus Grade Pay Rs. 4,200) (Level 6 in the 7th CPC Pay Matrix)	02	Note-3: The maximum age limit for appointment by deputation including short term contract shall be not exceeding 56 years as on the closing date of receipt of applications. Note-4: Only officers from Central or State Governments or Union Territories will be considered for absorption. Deputation: From amongst Officers of Central Government : (a) (i) holding analogous posts on regular basis in the parent cadre or department; OR (ii) with six years service in the grade rendered after appointment thereto on regular basis in Pay Band 1, Rs. 5200-20200 plus Grade Pay of Rs. 2800 - Level 5 in the 7th CPC pay matrix or equivalent in the parent cadre or Department; OR (iii) with ten years service in the grade rendered after appointment thereto on regular basis in Pay Band 1, Rs. 5200- 20200 plus Grade Pay of Rs. 2400- Level 4 in the 7th CPC pay matrix or equivalent in the parent cadre or Department; and (b) Possessing educational and other qualifications as under: (i) Master's degree of a recognised University or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at degree level; OR Master's degree of a recognised University or equivalent in any subject other than Hindi or English with English or Hindi as a compulsory or elective subjects or either of the two as medium of examination and the other as a compulsory or elective subject at degree level; OR Master's Degree of a recognised University or equivalent in any subject other than Hindi or English with English or Hindi medium and English or Hindi as a compulsory or elective subject or a medium of examination at degree level; AND (ii) Recognised Diploma or Certificate course in Translation from Hindi to English and vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government Offices, including Government of India Undertakings. Desirable: Knowledge at the level of Matriculation of a recognised Board or equivalent of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution. Note-1: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application. Note-2: Qualifications are relaxable at the discretion of the Staff Selection Commission or Competent Authority, for reasons to be recorded in writing, in case of candidates otherwise well qualified. Note-3: The qualification regarding experience is relaxable at the discretion of the Staff Selection Commission or Competent Authority for reasons to be recorded in writing, in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Staff Selection Commission or the Competent Authority is of the opinion that sufficient number of candidates from those communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.

2. Application must be sent in the Bio-data/Curriculum Vitae Proforma as per Annexure-I of DoP&T OM No. AB.14017/28/2014-Est. (RR) dated 02.07.2015 to Deputy Secretary (Admn), Central Information Commission, 5th Floor, Baba Gangnath Marg, Munirka, New Delhi-110067. This proforma can also be downloaded from Central Information Commission's website www.cic.gov.in

3. Application duly filled in and supported by all relevant documents and envelop should be superscripted: "Application for the post of on deputation or deputation (including short term contract)/absorption basis."

4. While forwarding applications, the APARs (each page duly attested by the Officer not below the rank of Under Secretary to the GOI) for the last five years, Cadre Clearance, Vigilance Clearance and Integrity Certificate (duly attested showing Major or Minor penalties, if any, imposed during the last ten years, may positively be furnished by the sponsoring authority.

5. Applicants will not be allowed to withdraw their candidature at a later date. Incomplete applications or applications received without up-to-date APAR dossiers, Cadre Clearance, Vigilance Clearance and Integrity Certificate (duly attested each page by the officer not below the rank of Under Secretary) will not be entertained.

6. The Officers selected will have the option to draw his/her pay plus deputation (duty) allowance or to have his/her pay fixed in the scale/level of the post in accordance with DoPT O.M. No.2/12/87-Est (Pay II) dated 29.04.1988, as amended from time to time.

7. The last date of receipt of application in the Commission is 45 days from the date of publication of the advertisement in Employment News.

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